

Getting Started with CSMS – University Employee

What is CSMS?

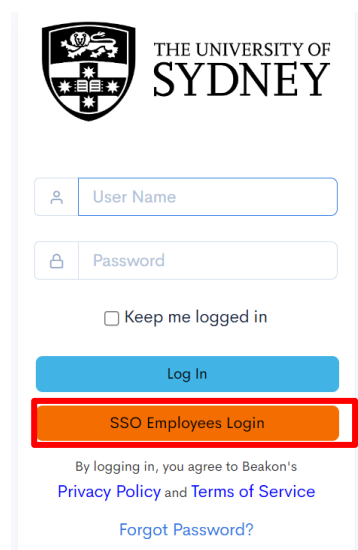
The Contractor Safety Management System (CSMS) is a platform designed to centralise and streamline various contractor safety processes. It brings together several key activities and tasks into a single location to ensure compliance, safety and risk management throughout the contractor engagement lifecycle. These activities include:

- day-to-day management of safety compliance
- onboarding and induction for contractor companies, their employees and subcontractors
- permit to work requests
- corrective action register
- safety pre-qualification during sourcing.

How do I access CSMS

To access CSMS:

1. Go to the following link <https://contractor-safety.sydney.edu.au>
2. Select the 'SSO Employees Login' option.
3. Login using your UniKey and password.



THE UNIVERSITY OF SYDNEY

User Name

Password

Keep me logged in

Log In

SSO Employees Login

By logging in, you agree to Beakon's [Privacy Policy](#) and [Terms of Service](#)

[Forgot Password?](#)

What can I do in CSMS?

Depending on your user role, you may be able to do some or all of these activities:

- Create new contractor companies
- Assign compliance activities
- Monitor contractor compliance status
- Review, approve and authorise permit to work requests
- Review, approve and authorise permit close-out requests
- Raise new CARs
- Review the effectiveness of corrective actions
- Support your contractors in using CSMS

Training materials and resources

A range of self-help support materials are available for CSMS, including e-learning training modules, starter guides, quick reference guides and FAQs.

You can access the e-learning training modules via [Workday](#), search for 'CSMS'. All other resources can be found on the [Contractors](#) page.

Support

For additional support or issues, please contact the Shared Service Centre (SSC) Helpdesk via phone (02 9351 2000) or through the [Service Portal](#).

Your CSMS Homepage

The following provides you with a general overview of CSMS, including an introduction to the CSMS homepage and dashboard, key functionalities and activities. For a more detailed overview of the system, please refer to the [CSMS Introduction e-learning module](#) on Workday.

Dashboard/Homepage Summary

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NAME	CATEGORY #	DUE DATE	PASSING SCORE 1	SCORE	STATUS	ACTION
CAR System Training Module (Optional)	Induction	N/A	N/A		Pass	View
CSMS Training - Contractor Employee (UAT) (Optional)	Induction	0%	0%		Pass	View
CSMS Training - Introduction to the CSMS (UAT) (Optional)	Induction	0%	0%		Pass	View
CSMS Training - Permit to Work (UAT) (Optional)	Induction	0%	0%		Pass	View
CSMS Training - Subcontractor (UAT) (Optional)	Induction	0%	0%		Pass	View

1	<p>1. Task menu</p>	<p>Navigate to specific modules within CSMS. University Employees have access to the following modules, the exact modules available to you will vary depending on your assigned role in the system:</p> <ul style="list-style-type: none"> Employees: Access this tab to view/create/update employees and their information. Contractors: Access this tab to view/create/update Contractor Companies, Subcontractor companies and employees. Learning: Access this tab to create/view/manage learning. Audit: Access this tab to create/manage audit as well as view/assign/update audits. Permit to Work: Access this tab to review, approve and authorise Permit to Work requests created by the Contractor Company. Corrective Actions: Access this tab to raise a new CAR, assign it to the Contractor company, monitor the status and review the effectiveness of corrective actions. Location: Access to view, update and manage locations – campus, building, floors and rooms. Document Control: This module of CSMS is a repository of documents that are accessible to users.
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		<ul style="list-style-type: none"> All: This option lists down all the available modules in the system for the user to access and also dependent on the role type. 																		
2	2. User Profile	<p>Click on your user profile icon and select an option from the dropdown list:</p> <ol style="list-style-type: none"> Profile – Select this option to view and/or modify your information - personal details, phone number, email etc. Support – Select this option if you need any help about CSMS. Logout – Select this option to log out of the CSMS. 																		
3	3. User Manuals and Support	<p>This section provides links to some of the resources that will assist you in using CSMS and how to access further support.</p>																		
4	4. My Documents to Submit	<p>Here you can see a list of all documents that you are required to submit.</p> <p>Note: As a University Employee, it is unlikely that you will have documents to review or submit and this functionality is for the Contractor Companies and Contractor Employees.</p> <p>Activities which you have completed will display with a Status of Green (submitted and approved).</p> <p>There is a list of Action buttons:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>You can select the View button to review your history in relation to this specific activity.</td> </tr> <tr> <td>Add</td> <td>You can select the Add button to attach required documents to this activity.</td> </tr> </tbody> </table> <p>The below table indicates the color codes along with their respective Document statuses:</p> <table border="1"> <thead> <tr> <th>Color</th> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Red</td> <td>Overdue/Not Submitted/Failed/Expired</td> <td>Non-Complaint</td> </tr> <tr> <td>Amber</td> <td>Pending Approval</td> <td>Waiting for review/approval and still not compliant</td> </tr> <tr> <td>Green</td> <td>Approved/Passed</td> <td>Complaint and approved</td> </tr> </tbody> </table> <p>Note: Some of the Documents are marked as Mandatory which indicate you must submit these documents to be compliant, whereas Documents marked as Optional indicates its optional to submit these documents.</p>	Action	Description	View	You can select the View button to review your history in relation to this specific activity.	Add	You can select the Add button to attach required documents to this activity.	Color	Status	Description	Red	Overdue/Not Submitted/Failed/Expired	Non-Complaint	Amber	Pending Approval	Waiting for review/approval and still not compliant	Green	Approved/Passed	Complaint and approved
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5	5. My Learnings	<p>Here you can see a list of all learning activities which have been assigned to you.</p> <p>Note: As a University Employee, it is unlikely that you will have any learning activities to complete and this functionality is for the Contractor Companies and Contractor Employees.</p> <p>Activities which you have completed will display with a Status of Green (Passed).</p> <p>There is a list of Action buttons:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>You can select the View button to review your history in relation to this specific activity</td> </tr> <tr> <td>Start</td> <td>You can select the Start button to begin a learning activity. Usually, this will launch a training package in a new browser window.</td> </tr> </tbody> </table>	Action	Description	View	You can select the View button to review your history in relation to this specific activity	Start	You can select the Start button to begin a learning activity. Usually, this will launch a training package in a new browser window.												
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Note: Some of the Learning items are marked as Mandatory that indicates you must complete the learning activities to be compliant, whereas other items are marked as Optional.